



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY

Invites your application for Research Attorney

\$5,039 – 6,225 Monthly

\$60,468 – \$74,700 Annually

(Plus generous benefits)

OPEN UNTIL FILLED Priority Screening Deadline: Friday, September 29, 2006 by 5:00 p.m. Applications received after this deadline will be reviewed on an as needed basis.

THE SUPERIOR COURT

The Superior Court of California, County of Monterey is a general jurisdiction trial court hearing criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 18 judges, 2 commissioners, and a support staff of 216 employees. The Court is seeking an energetic, diligent and enthusiastic attorney to assist in the legal and business areas of the Court.

THE POSITION

Generally, the Research Attorney works under the direction of the judges and the Court Executive Officer and provides legal research on issues pending before the court. The work involves legal research, review and summary of applicable cases and statutes, and preparation of written summaries of the research; assists the judges in 1) preparing matters taken under submission, 2) preparing for the law and motion calendars in civil, domestic relations, and probate cases, 3) reviewing writs of habeas corpus and criminal cases and 4) preparing appeals. They may also supervise student law clerks working for the court.

Although the Court is recruiting to fill a current vacancy in Family Law in the Monterey Court, this recruitment will establish a list for all Research Attorney assignments. The current vacancy in Family Law will also work in the areas of Probate and Domestic Violence and other substantive areas of the law, as assigned. Research Attorneys may work on an as needed basis at the Salinas, King City and Marina branches. Incumbent must be able to provide suitable transportation to alternate work sites.

MINIMUM QUALIFICATIONS

Any combination of education, training and/or experience which substantially provides the following:

Working knowledge of:

Legal principles and precedents as applied to judicial procedures; Legal research techniques, including the use of legal reference works, case law and statutory law; General computer equipment and operation.

Skill and ability to:

Perform legal research in order to identify central and secondary issues; Analyze and appraise legal or legislative principles; Present statements of fact, and points of law clearly and logically, both orally and in writing; Prepare clear and comprehensive correspondence, reports, and memoranda; Establish and maintain cooperative working relationships; Work independently with a minimum of supervision; Organize, plan, and review the work of subordinate staff; Communicate effectively both orally and in writing; Analyze and plan projects.

Education, Experience:

Completion of all course work leading up to a Juris Doctorate or Bachelor of Law degree; Three years of experience performing legal research or in the practice of law or in the area of contract or grant administration; Legal terms and procedures.

License:

Active membership in the California State Bar at the time the position is offered.

BACKGROUND INVESTIGATION

Convictions, depending upon the type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

SPECIAL NOTES

Research Attorneys are prohibited from practicing law during their employment. This includes prohibition from receiving fees and appearing in court on behalf of another person. Employment is "At-Will" and may be terminated at any time by either the employee or the Court. The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.

If you believe you possess a disability that would require accommodation in the selection process, please call the Court at (831) 775-5540.

FILING REQUIREMENTS AND SELECTION PROCEDURE

All applicants must file the following documents with the Superior Court of California, County of Monterey, Human Resources, 240 Church St., Rm. 318, Salinas, CA 93901 to be eligible for consideration: 1) Court Application; 2) Responses to Supplemental Questions. Application materials may be obtained from any of the Court's locations, by telephoning (831) 775-5540, visiting the Court's website at www.monterey.courts.ca.gov, or by emailing courtjobs@monterey.courts.ca.gov. If you intend to drop off your application in person, please call (831) 775-5540 prior to coming to the Salinas Courthouse.

TENTATIVE SCHEDULE

- Friday, September 29, 2006 – Application materials due to meet priority screening deadline.
 - Week of October 2, 2006 – Qualifications review.
 - Week of October 9, 2006 – Final Selection Interview.
 - Week of October 30 or November 6, 2006 – Successful candidate starts with the Court.
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- The selection process is tentative and applicants will be notified if changes are made.
 - The competitive process includes submitting a completed Monterey Superior Court Application and responses to Supplemental Questions.
 - Applicants who fail to complete an application or Supplemental Questions Response will not be considered for this position.
 - Resumes will not be accepted **in lieu of** required application materials.
 - Application materials will be competitively evaluated, with those applicants who are determined to be the most appropriately qualified invited to participate further in the process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination and/or written examination.
 - Applicants who pass the testing/evaluation process will be placed on an eligible list and may be contacted to schedule a final interview. The established eligible list may be used to fill future vacancies.

SUMMARY OF BENEFITS

Retirement: Public Employees' Retirement System (PERS) integrated with Social Security. The Court pays the employee's 7 percent contribution.

Expense Allowance: \$33 per month

State Bar Dues: State Bar dues are reimbursed annually

Holidays: 13 days per year

Annual Leave: Accrues at the rate of 23 days per year. The accrual rate increases after 2, 6, 10, 15, 18, 20 and 25 years of service.

Professional Leave: 7 days per year are available, pro-rated from date of hire, non-accruable.

Educational Leave: 3 days per calendar year.

Medical, Dental & Vision Care: A flexible spending account, with cash-out option is provided.

Long Term Disability: Paid by the Court.

Life Insurance: The Court pays the premium for a \$50,000 life insurance policy.

Deferred Compensation: A voluntary deferred compensation program is available administered by Great-West Life.

Information contained in this job flyer is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices prevail over this listing.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY

RESEARCH ATTORNEY

REQUIRED SUPPLEMENTAL QUESTIONS

Responses to these supplemental questions must be completed and submitted together with the required Court application form. Applicants who do not complete the Supplemental Questions will be eliminated from the examination process. A resume is not an acceptable substitute. Clarity, conciseness and completeness of answers are factors considered in the selection process.

Your responses to the Supplemental Questions will be used to evaluate your writing skills as well as your experience and qualifications. For Section A, limit your responses to no more than one page for each of the areas listed. A separate response must be made for each area. Please place your name and the position for which you are applying on each page.

Section A

Please describe in detail your work accomplishments, experience, education and training, using specific examples, in the following areas:

1. Family Law
2. Civil law
3. Probate law (including conservatorships and guardianships)
4. Criminal law
5. Habeas corpus
6. California Environmental Quality Act
7. Working directly with the public
8. Working with government agencies and community groups
9. Contract and/or grand administration
10. Analyzing briefs, petitions, motions, and other documents, performing legal research and preparing written reports and memoranda.

Section B

Please attach a 3-5 page written brief or other legal memoranda you prepared within the past twelve months. OR Please attach a 3-5 page written project plan that you developed and/or implemented or assisted in the development and/or implementation.